

Co-Draft Academy of Law and Lawctopus' Workshop on Legal Drafting at Lemon Tree Hotel, Chandigarh

Agenda

Day 1: November 8 (Friday)

Registration and Networking: (9.30 AM - 10 AM)

Opening Remarks (10 AM – 10.15 AM)

A. Introduction to Drafting, Pleading, and Conveyancing (10.15 AM - 11.30 AM)

- What is legal drafting?
- Nuances of drafting a Notice
- Use of Notice for amicable settlement
- Legal Notice as a key document to file a case
- Preparation of Legal Notice

B. Notice for Vacating of a leased premises (11.40 AM - 12.40 PM)

- *Activity 1: A practical exercise to handle a situation on vacating a leased premises*
- Law relating to lease and vacating of lease
- Client Counselling involved in the case
- Empirical documents for Notice to vacate
- Step by step procedure to draft this Notice
- Drafting of the legal notice

Tea & Snacks (12.40 PM - 1.00 PM)

C. Notice for Breach of Contract (1.00 PM - 2.15 PM)

- *Activity 2: A practical exercise to handle a situation on breach of contract*
- Law relating to the sale of goods and breach of contract
- Client Counselling involved in the case
- Empirical documents to this case
- Step by step procedure to draft this notice
- Drafting of the legal notice

Lunch (2.15 PM - 3.00 PM)

D. Notice for Consumer Disputes (3.00 PM - 4.00 PM)

- *Activity 3: A practical exercise to handle a situation on consumer disputes*
- Law relating to consumer protection
- Client Counselling involved in the case
- Empirical Documents to this case
- Step by step procedure to draft this notice
- Drafting of the legal notice
- Recent judgements Bata and Big Bazaar case

Tea & Snacks and Networking (4 PM – 4.20 PM)

E. Reply to Notice (4.20 PM - 5.35 PM)

- How to reply to a legal notice
- Nuances involved in replying to a legal notice
- *Activity 4: Replying to a legal notice demanding to vacate leased premises*
- Client Counselling involved in the case
- Empirical documents for a Reply to a Notice to Vacate
- Step by step procedure to draft this reply
- Drafting of the reply notice

DAY 2: November 9 (Saturday)

Networking and Review of Day 1 (9.30 AM - 10 AM)

A. Complaint (10.00 AM - 11.15 AM)

- Introduction to Order VI and VII of the Civil Procedure Code
- Parts of a complaint
- Drafting of a complaint
- Conversion of Notice into Complaint and Written Statements
- *Activity 5: Drafting of a money suit*

Tea and Snacks (11.15 AM - 11.30 AM)

B. Written Statement (11.30 AM – 1 PM)

- Introduction to Order VIII of Civil Procedure Code, Set off and Counter Claim
- The procedure involved in filing a written statement
- Condonation of delay in filing written statement
- Conversion of reply notice to a written statement
- *Activity 6: Drafting of written statement for activity 5 (money suit)*

Lunch (1 PM - 1.45 PM)

C. All about a Common Affidavit (1.45 PM - 3 PM)

- Introduction to Common Affidavit
- Data required for drafting an affidavit
- Do's and Don't's of drafting a common affidavit
- *Activity 7: Drafting a common affidavit for declaring the date of birth*

Tea & Snacks and Networking (3 PM - 3.30 PM)

Vote of thanks (3.00 PM - 3.30 PM)

Bonus Session (Time Permitting; 3.30 PM - 5 PM)

- Career Q and A: Mr. Tanuj Kalia and Mrs. Maheshwary Mohan

NOTE:

1. Please be present at the venue at 9.30 AM on both the days. Late comers will not be permitted entry.

2. The Agenda with respect to the sessions will be flexible; and could be changed depending on the needs of the participants.

3. For any help or assistance, please contact the following:

- Aditya Anand, Lawctopus: 70046 51253
- Neha Singh, Lawctopus: 62801 99131

4. Please note the change in venue. The venue now is **Lemon Tree Hotel, Chandigarh.**
Address: Plot No. 3, Industrial Area Phase I, Chandigarh, 160002.